

# California Energy Commission



**CLASSIFICATION:** Energy Commission Specialist I (Forecasting)  
Will consider Training and Development Assignment

**TENURE/ TIME BASE:** Permanent/Full Time

**SALARY:** \$4,978 – 6,186

**LOCATION:** Energy Assessments Division, Demand Analysis Office  
Sacramento

**FINAL FILING DATE:** UNTIL FILLED

**JOB DESCRIPTION:** The Energy Assessments Division (EAD) consists of a multi-disciplinary staff of economists, engineers, scientists, and programmers, responsible for developing methodologies, models, and data for analyzing energy supply and demand.

The Energy Commission's Demand Analysis Office (DAO) seeks staff dedicated to the development of ongoing statewide energy data collection and forecasting California's energy needs. Professionals with a passion for energy data, data analytics, and research and who are motivated to collaborate, develop, and improve existing energy analysis and forecasting should apply. Work with a collaborative group of analytical professionals focused on supporting the development of energy policy for the next decade and dedicated to improving the Energy Commission's understanding of statewide energy consumption. If you enjoy working with data, exploring new analytical methodologies, have excellent organizational skills, and enjoy working collaboratively on important energy topics, we encourage you to apply.

The Energy Commission Specialist I is under the general supervision of the Energy Commission Supervisor II (Forecasting) in the Demand Analysis Office in the Energy Assessments Division. As a project manager, the incumbent will assist in the development of the energy demand forecast prepared to support the Energy Commission's Integrated Energy Policy Report (IEPR). The incumbent will also independently perform the more complex technical and analytical work above the journey working level related to the effects of energy conservation programs in order to quantify their impact on future energy demand.

**DUTIES/RESPONSIBILITIES** include but are not limited to:

- As a project manager, assist the Forecast Architect, in initiating, directing, and coordinating various modeling projects that are needed to prepare the energy demand forecast that supports the Energy Commission's IEPR. This will include developing a schedule for each product and the overall forecast, and coordinating the demand forecast work with the IEPR process. Prepare written documents and oral presentations related to energy demand in specific regions of California that will support or be included in the IEPR and other proceedings.
- Lead projects to update, revise, and maintain computer models that determine the state's energy forecast for future California energy efficiency savings. Serve as a team lead in developing and/or performing scenario analysis for testing energy efficiency programs and policies. Adjust efficiency forecast inputs based on evaluation, measurement and verification data. Assist technical subject matter experts in modeling the impacts of utility efficiency programs, state efficiency codes and standards, and other programs.

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- Perform research and analyses and prepare technical reports on energy demand forecast trends. Attend meetings, conferences, hearings, and workshops, and present conclusions and recommendations to staff, Energy Commission management and Commissioners, other government agencies, legislature, media, Demand Analysis Working Group, and private entities in energy demand research.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Excellent analytical skills and the ability to reason logically and creatively while analyzing a variety of analytical techniques.
- Excellent written and oral communication skills. Ability to effectively write and edit technical program information. Ability to gather, compile, analyze, and interpret written and numerical research data.
- Excellent interpersonal and leadership skills. Ability to work under pressure effectively, both under supervision as well as independently, within a team environment and maintaining positive and constructive work relationships with others.
- Proficiency on a personal computer and experience with word processing, data base management, spreadsheets, models, and graphics.
- Intermediate to Advanced skills with Microsoft Access, Excel, and Microsoft Word software programs.

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #820-098 and Position #820-4947-011 in the "Explanation Section" of the STD. 678.** Will consider a Training and Development Assignment.

**Please Note:** *Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: RPA 820-098  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814

View full Duty Statement:

<http://www.energy.ca.gov/careers/jobs.html>

**For additional questions regarding this recruitment, you may contact (916) 654-4305 or email [personnel@energy.ca.gov](mailto:personnel@energy.ca.gov).**

**California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922**